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Approved For Release 2005/11/21 : CIA-RDP70-00211R000700340007-9

Rec. Mtg 9-2

ESTIMATED VOLUME AND COST OF STATIONERY USED AGENCY-
WIDE DURING FISCAL YEAR 1954

SUMMARY

Approximate Total Cost of Sterile Paper Used Annually \$ 2,322.84

" " " " Bond " " " 8,086.08

" " " " Tissue " " " 16,326.22

Grand Total \$26,735.14

Approximate Total Amount of Sterile Paper Used Annually 1,136,000 Sheets

" " " " Bond " " " 3,702,000 "

" " " " Tissue " " " 8,869,900 "

Grand Total 13,705,500 Sheets

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15 December 1954

HEADQUARTERS REPORTING REQUIREMENTS BY TYPE

(All Figures Approximate)

1. Prepared by Machine Records Division for:

Office of Personnel	30
Logistics Office	50
Office of Comptroller	77
Other Offices	<u>12</u>
Total	169

2. Prepared by the Office of Personnel

(Inter and Intra-Office requirements) 100

3. Prepared by the Office of Logistics

(Inter and Intra-Office requirements) 65

4. Prepared on Agency forms as listed

67

in Forms Index.

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